

EARLY CHILDHOOD PROGRAM AIDE II

JOB SUMMARY

Under the direction of the Program Leadworker, or assigned supervisor, provide assistance to the Early Childhood Program by supervising preschool aged children in the classroom, playground, and all areas of the school facilities, ensuring a safe environment for children and staff.

TYPICAL DUTIES

Assist staff in a learning environment designed to develop the physical, cognitive, emotional, creative, and social skills of preschool aged students. Assist children upon arrival. Assist in maintaining a positive, developmentally appropriate, organized, and creative learning environment. Provide leadership to children engaged in developmental activities. Model healthful eating habits (no junk food, soda, chewing gum) at school. Assist in providing nutritious daily snacks. Working with the Leadworker and/or supervisor, revise, as necessary, the educational program dependent on the needs of the individual child recognizing interests, handicaps, special talents, and the style and pace of learning. Promote safe practices throughout the site. Following the designated plans, prepare and assist in instructing pupils in the use of a variety of supplementary instructional materials and audiovisual aids. Work with individual and small groups of students. Organize and supervise students in playground activities; assist in ensuring clean children, clothes, and facility as necessary; assist children in toileting and proper hygiene as appropriate. Maintain classroom in a sanitary, neat and orderly manner; this may include: making sure toilets are flushed and seats are wiped/disinfected; floors are swept and/or spot mopped as needed; centers are orderly and everything is in its place; counters and sinks are wiped clean; tables are disinfected; trash cans are emptied, etc. Assist in carrying out behavior modification programs prescribed. Attend to the physical needs of the children (i.e., feeding, toileting, resting, etc.) and provide specialized procedures as required (i.e., tube feeding, epi pen, catherization, etc); Assist with snacks and other meals as appropriate; clean serving area before and after meals. Assure the health and safety of children by following health and safety practices and regulations. Perform light housekeeping and yard cleanup activities. Set up and put away toys and other play equipment. Read to children; explain words and meanings; rephrase materials and provide similar learning examples. Perform routine clerical duties such as filing and duplicating instructional materials as assigned; assist with preparing charts, bulletin boards and displays. Participate in meetings, conferences and in-service training programs as assigned; attend field trips as assigned. May be required to perform first aid and/or CPR. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent. Completion of six units in Early Childhood Education is required. Child Development Assistant Permit also qualifies provided you are continuously enrolled in at least 2 units per semester. Volunteer or paid experience in child care or youth group activities is desirable, but not required. Must possess current, valid first aid and CPR certification.

Knowledge of: Preschool instructional/tutorial procedures and practices. Principles of child development and behavioral management. Routine record keeping principles and practices. English usage, spelling, grammar, and punctuation. Mathematics principles. Using a computer to support a variety of academic subjects.

Ability to: Learn the general purpose and goals of developmental child care programs. Learn behavioral management techniques. Apply observational techniques. Assist the teacher with instructional and playground activities. Learn constructive play and instructional activities appropriate for preschool aged children. Plan and organize work to meet schedules and time lines. Administer assistance to children in their hygiene and lavatory needs; perform light to moderate lifting. Maintain routine records. Read, write, and understand the English language. Understand and follow oral and written directions. Communicate effectively both orally and in writing; work cooperative with others. Maintain classroom in a clean, sanitary, orderly, and safe condition. Work effectively with individuals and groups of preschool aged children. Maintain confidentiality.

CERTIFICATION Current, valid first aid and CPR certification and maintenance of both.

LICENSE Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

PHYSICAL ABILITY The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and taste or smell. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.

WORKING CONDITIONS Both indoor and outdoor environment. Work between 6 a.m. and 6:30 p.m. Exposure to climatic elements and intermittent noise. Potential for contact with blood-borne pathogens and communicable diseases. Constant interruptions.